

Board of Selectmen  
Minutes of 10/27/03  
Approved November 10, 2003

## **I. Call to Order.**

The meeting was called to order by the Chair, Lloyd Sullivan at 7:00 p.m. There were present Jenifer Landman, Selectman and Michael Pardue, Town Administrator. Mr. Pardue served as the Recording Secretary for this meeting.

## **II. Selectmen Items**

### **A. Vision Appraisal Technology – Progress Update**

Mr. Pardue provided the Board a new timetable related to the assessment certification being performed by Vision Appraisal Technology. Mr. Pardue explained that Vision was approximately six (6) weeks behind their initial completion date. This delay is the result of a larger than expected scope of work being performed by Vision. Mr. Pardue stated that work was progressing quickly at this time and that he expected “new” values to be going out to residents on or about November 7<sup>th</sup> with informal hearings being conducted the week of November 10<sup>th</sup>.

### **B. Question and Comments - NONE**

## **III. Administration/Business**

### **A. Town Administrator’s Report**

Mr. Pardue made his report to the Board. Items presented by the Town Administrator are as follows:

1. The Police Lieutenant hiring process continues. A Conditional Offer has been made to a candidate – a background review of the candidate is in process. Anticipated start date is set for early November.
2. The PD completed Interactive Use of Force Training – Simunition Training went very well. This program causes students to become engaged in use of force confrontations with actors. Further, the force continuum is addressed and provides the student to escalate and de-escalate through the force continuum.
3. The BOS will notice an increase in PD and FD OT. Much of the OT is attributed to planned training. Further, the PD has been handling a number of cases that have required prolonged officer involvement. The FD has been working to fill vacant shifts that were unanticipated at the time of budgeting efforts. To that end, Deputy Chief Landry will be assuming duty shifts within the next two weeks.

4. The FD Lieutenant vacancy remains. Applications have been received – closing date was 10/24/03. Review of the applications is underway.
5. The FD and PD worked very hard this past week on developing data related to the town wide Threat Assessment related to Homeland Security. This material was delivered to the Office of Emergency Management on 10/24/03 as required.
6. The PWD vacancy remains. Mr. Strout has run ads for the position and is reviewing an application he has received in response to the vacancy. An interview of this applicant is expected later this week.
7. The auditors have completed their on-site work and will be issuing preliminary “findings” within the next few weeks (estimated).
8. Jan Facella and I met with the auditors and discussed the Town’s scope of work as related to GASB 34. We will begin the gathering of values associated with all Town owned parcels of land, newly acquired roadways etc.
9. Vision Appraisal has issued a revised timetable for the completion of the scope of work outlined in their contract. File turnover is expected on or about 11/19/03.
10. Bulky Waste Container Day was held on 10/25. Over \$1800 was taken in at this event.
11. Flu shots are scheduled for November 6<sup>th</sup> from 3-4 and 5-6 in the Mary Herbert Room.
12. RFP for revising electrical service to municipal building as per 2003 warrant article is in final stages – the BI and FC are reviewing.
13. Invitation To Bid – Legal Notice has been issued re: Streambank Stabilization near the mouth of the Little River. This project removes existing riprap, replacing riprap with larger diameter stone and extends the wingwalls as per plan. Bids are due on or before 10/31/03.
14. Department budgets have been submitted and meeting with Department Heads have been completed as related to their respective budget requests.
15. The bond funds associated with Buckskin Drive have been received. An account / accounting for these funds is being established and Mr. Strout will begin addressing the deficiencies ASAP.
16. In keeping with on-going efforts to enhance the training of staff and, wher appropriate, elected and appointed officials, I have met with NHMA and am making arrangements for training in the following areas:
  - Time Management
  - Conflict Resolution
  - Understanding and Improving Workplace Communication
  - Emergency Vehicle Liability
  - Driver Training
  - Air Brake (Use of) Orientation
  - Mock DOL Assessment

17. Board of Selectmen Candidate: Mr. Paul Cuetera has submitted his name to Ms. Landman for consideration to fill the vacancy currently existing on the BoS.

B. Purchasing Policy

Mr. Pardue presented the Board with a DRAFT Purchasing Policy. This policy is designed to establish parameters related to the purchase of goods and services for the Town of North Hampton.

C. Correspondence - NONE

D. Elderly Exemption

The Board reviewed and signed an Elderly Exemption request.

E. Approval of Minutes

i. September 22, 2003 Open Session – APPROVED 2-0

ii. October 14, 2003 Non-Public Session – APPROVED 2-0.

iii. October 14, 2003 Open Session – APPROVED 2-0

MOTION / VOTE: Ms. Landman made a motion to approve the minutes of September 22, 2003 open session, October 14, 2003 open session and October 14, 2003 Non-Public Session. Mr. Sullivan seconded the motion. VOTE: 2-0.

F. Payroll

The payroll was reviewed and signed.

G. Manifest

The manifest was signed.

**IV. Adjournment**

Ms. Landman made a motion to adjourn the meeting. Mr. Sullivan seconded the motion. VOTE: 2-0 to adjourn the meeting. Meeting adjourned at 7:31 pm.

Respectfully Submitted,

Michael W. Pardue  
Town Administrator